

**POLSON RURAL FIRE DISTRICT
 BOARD MEETING MINUTES**

Fairgrounds Fire Station No. 1

May 9, 2018

6:00 p.m.

Notice: All meetings for the Polson Rural Fire District Board of Trustees are recorded.

Board trustees present: Fred Nelson, Ron Roberts, Dick Wunderlich, R. Jack Clapp, John Doty.

Board trustee absent: None.

Staff: Fire Chief Gordon R. Gieser, Finance Officer Bonnie M. Manicke.

Guests/Visitors: Elizabeth Hoel, David & Cynthia Waterman, Leanna Fillman, Alison Meslin, Tom Eddy, Matt Dougherty, Paul Laisy, Michael Hingiss, Cole Bick, Hailey Tallmadge, Jane Clapp.

Call to Order {00:01} – Chair Nelson opened the meeting with the Pledge of Allegiance.

Minutes April 11, 2018 {00:33} – **Trustee Wunderlich motion to approve the April 11, 2018 minutes. Trustee Clapp second.** Public comment: None. **Motion passed unanimously by voice vote.**

Communications {01:45} – None.

Claims {01:51} – Trustee Doty reviewed the Motorola invoice regarding purchase of new radios. Chief Gieser advised \$15,000 of the DNRC contracted services revenue is allocated for the purchase. The city/rural joint grant application for SCBA's was not awarded. The radios are compatible with the SCBA's new technology which requires a radio with bluetooth capability. The HT-1250 radios are two decade old versions. The radio replacement is a standard improvement project to replace all radios. The initial purchase is a good first start to upgrade radios. The membership paid for three radios and accessories. Brendeon Schoening and Jeff Veach attended the S290 class in Kalispell and utilized truck #300 for transportation. **Trustee Roberts motion to pay bills. Trustee Doty second.** Public comment: None **Motion passed unanimously by voice vote.**

TREASURY REPORT FOR MONTH ENDING APRIL 30, 2018 {04:12} –

Lake County Treasurer reports April, 2018 reports were not available. The April, 2018 reports were balanced and entered into the accounting system following the meeting. Trustee Wunderlich, Chief Gieser, and Bonnie Manicke met with Scott Beggs, Lake County Finance Officer to review the DNRC revenue appropriate accounting and the journal voucher transfers. The DNRC revenue was transmitted by Montana Department of Administration by ACH to the Lake County Treasurer and deposited in Fund #7245 operating in error. In the future, Lake County Treasurer will contact the district to confirm the ACH revenue deposit to the appropriate fund. The journal vouchers prepared by Lake County are pending in the April accounting period.

FUND # 7245 Operating Fund	\$ 77,468.01
LESS Rev Pending Lake Co JV transfer from #7245 to #7246	\$ 88,473.77 DNRC&church
ADD Pending Lake Co JV transfer from #7244 to #7245	37,663.34 LoanPymt, Veh300
ADD Pending Lake Co JV transfer from #7246 to #7245	\$ 2,677.89 Upgrade# #310
Fund #7245 balance	\$ 29,335.47

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FUND # 7244 Voted Levy (5 mills with sunset) \$ 63,972.62
LESS Pending Lake Co JV transfer from #7244 to #7245 \$ 37,663.34 LoanPymt, Veh300
Fund \$7244 balance \$ 26,309.28

FUND # 7246 Capital Improvement Fund \$ 116,111.75
ADD Rev Pending Lake Co JV transfer from #7245 to #7246 \$ 88,473.77 ObligatedExp
LESS Exp Pending Lake Co JV transfer from #7246 to #7245 \$ 2,677.89 Upgrade# #310
Fund \$7246 balance \$ 201,907.63

FUND # 7243 Voted Levy Operating Fund {transition fund} \$ 8.47

Check numbers 6818 - 6840, both inclusive issued 5/09/18 \$ 40,157.82
Represents April, 2018 claims

Public Safety:

Fire Chief payroll April 13/27 2018 (gross) \$2,923.08
Employer expense match SS & Medicare \$ 223.62
Quick books processing fee \$ 3.50

A1-101 deposits pending

4/12/18 Check #1367 Chief Cliff Volunteer Fire Dept \$ 150.00 Fund #7245
For: Ice Rescue Training
5/07/18 Check #1117 Polson Rural Fire Membership \$4,440.59 Fund #7246
Cost share with district purchase Motorola radios

Local Government & Fiscal Year End Workshops held 10:00 to 3:00 No registration fee June 12
Missoula, June 19 Kalispell.

Trustee Clapp motion to approve the treasury report. Trustee Roberts second. Public comment:
None. **Motion passed unanimously by voice vote.** Chair Nelson thanked Bonnie for the report.

CHIEF'S REPORT {13:42} – Chief Gieser presented the following 30 day period report.

Response: 1). 30147 Half Circle Way pet rescue; 2). Mutual aid with Chief Cliff fire canceled enroute; 3). 35453 Ford Road grass fire; 4). MM 66 highway 93 smoldering hay; 5). Lake View Drive and Abel Lane grass fire; 6). 41894 Irvine Flats road grass fire; 7). Motor vehicle accident mile marker 63.5 Highway 93; 8). Vehicle over the embankment Pablo reservoir; 9). Smoke sighting Mile marker 4 Highway 35; 10). Brush fire 28470 Big Arm state road; 11). Fire alarm 31274 Grinde Bay Lane; 12). Fire alarm 31274 Grinde Bay Lane.

Administration: Attend Lake County Fire Association meeting. Review DNRC seasonal contract and sign. Attend planning board meeting on Big Arm RV park. Attend CAD training.

Repair and Maintenance

Wt-326 mill drivers side side dump chute to enhance operation

Wt-319 replace broken pump panel tee handle, rebuild #3 cross lay valve, replace #2 cross lay valve, replace #1 cross lay valve, rebuild tank fill valve, install new pump packing

Wt- 308 replace discharge cap retaining chain

Wt-310 move unit to Steel Smith (Missoula for pump mount and drive shaft)

E-328 repair cab lift system, change engine oil, relocate siren speaker, lube chassis, service air cleaner.

Trustee Clapp invited the trustees to an ISO presentation. Amanda Brown with ISO will conduct a workshop regarding various rating criteria May 30, 7:00 p.m., Station 1. Jack Clapp and Paul Laisy attended the workshop in Hamilton previously. Chair Nelson questioned the cost of the valves. Chief Gieser indicated the cost of the component parts are over \$1,000; while the labor is being absorbed internally with Chief Gieser on staff. Public comment: Beth Hoel requested an Awards Banquet report. The report will be available next month. Chair Nelson thanked Chief Gieser for the report.

MEMBERSHIP REPORT {21:36} – Membership attended the Race Track Season Opening Event to provide standby coverage. Additional donations were received from the letter sent in October. No upcoming events are planned at this time. The annual Hamburger Feed and Social Event is scheduled in June at the Big Arm Station. Chair Nelson thanked the volunteers for purchasing three radios and accessories. The radios will help improve the radio communication system. Chief Gieser reported the radio system installation at Jette is near completion. Public comment: None. Chair Nelson thanked Michael for the report.

Old Business:

UPDATE ON WILD HORSE RV RESORT SUBDIVISION {22:32} - Chief Gieser reported the planning board approved the Wild Horse RV Resort Subdivision in Big Arm request with conditions. Discussion regarding road access to determine if the roads are closed and revert back to the tribe or are the roads platted. It is assumed the project will not move forward if an access is not available. The road access is not an issue for the Rural Fire District. The planning board recommended the developer work with the tribal water system to mutual benefit of the development and the tribal water system. The water system is of importance to the rural fire district. The project engineer contacted Chief Gieser concerning the fire district's request for water supply. The conversation is on going. The project is scheduled to be completed in four phases. The project will require a lot of additional planning. Alison Meslin commented fire hydrants are located in the water system, although they are not operable. During the Big Arm Fire Station construction, over ten years ago, the hydrants were installed in the townsite with no plans for operation. Chief Gieser plans to make arrangements with the manager of the system to inspect the hydrants and the water system.

COMMITTEE REPORT ON THE 2 ACRES, COUNTY HAS GIVEN TO THE RURAL FIRE DISTRICT ON CAFFREY ROAD FOR STATION SOUTH AND VOTE TO ACCEPT OR DECLINE {27:13}

– Chair Nelson introduced the agenda item. Chief Gieser, Chair Nelson, Trustee Clapp, Commissioner Barron and Jeff Veach met on Caffrey Road to view the 119 acre tract recently purchased by Lake County. The parcel is west of Mission Valley Motors off of highway 93 and intersects with Skyline Drive, one-half mile off highway 93 the property is on the north side of the road. The property has a large gravel pit. The committee staked off two acres on the west end. The first 80-feet of the property line to the east is reserved by Lake County as an access road to the gravel pit and canal. The location is further described first 80-feet down Caffrey Road 400 feet and back to the north 220 feet. A large berm covers three-quarters of the site. The berm will be moved to the gravel pit to be reclaimed by Knife River or the previous owner. Carstens Surveying will provide a survey for Lake County. The county plans to build an evidence storage facility and a parking lot for impounding vehicles next to the two acres. The board needs to vote to accept or decline the two acre parcel. The lease will be no fee or \$1.00 for a term described in the lease agreement. Tom Eddy questioned the obligation of the district if the property is accepted.

Chair Nelson responded the purpose is for a fire station with no construction time limit. Matt Dougherty questioned the time period of the lease and provision for renewal. Chair Nelson indicated the lease is generally for a ten year term with renewal term. The district does not anticipate future issues with the lease agreement. Alison Meslin asked if the county plans to attach a building unit on the fire station. Chair Nelson indicated the county building will be a separate building. Lake County future plans may include relocating the 911 center, and a jail. Trustee Clapp commented the county will utilize the remaining acres at their discretion. Alison Meslin suggested the board consider a fire station in the Valley View Community. Chair Nelson indicated currently funds are available to construct one station. The 5-mill voted levy expires in 2020. Hopefully the constituents will approve a mill levy to fund the needs of the district. Analysis of the district indicates sub-stations are needed in Valley View and Kings Point area. Trustee Wunderlich suggested the board review the documents prior to voting. Alison requested a population comparison with Caffrey location and Valley View area. Chief Gieser indicated more people would be served in the south hills area. **Trustee Wunderlich motion to accept the two acre parcel with lease agreement. Trustee Roberts second. Motion passed unanimously by voice vote.** Trustee Clapp requested Chief Gieser send a thank you letter to the Salish and Kootenai Tribes for the parcel of land offered for a fire station. Chief Gieser and Trustee Wunderlich plan to personally visit the tribal council to extend a thank you. Paul Laisy commented Paul Fors surveyed the tribal parcel and a thank you is appropriate.

BUILDING SOUTH, SPECS, SIZE, WORK NEEDING TO BE DONE BEFORE THE

BOARD CAN REQUEST BIDS {39:39} - Chief Gieser is available to work with the building committee in the initial phase. Building specifications require a lot of expertise. The lease agreement needs to be in place prior to proceeding with building specifications. The agenda item was tabled.

New Business:

JUNIOR FIREFIGHTER PROGRAM {43:44} - Chief Gieser introduced the agenda item. The district has a junior firefighter program outlined in the policy manual. The board is aware of the program and willing to support the program. Currently the program has one student in the program and one student in transition. The age specification is 16 to 18 years to qualify for the program. The program is an admin program sanctioned by the board. They are covered by worker's comp, covered by VFIS when in the vehicle. The policy manual dictates duties which should be reviewed. Chair Nelson indicated Gordon would like to re-write some of the rules and regulations. Chief Gieser plans to review the administrative policy. The elective body needs to make a commitment to continue the program. Trustee Wunderlich questioned the track record of junior firefighters moving into firefighting occupation positions. The program allows for the individual to experience firefighting and determine if it is the right fit. Beth Hoel commented Justin Hoel was in the program and is now a volunteer in the Polson Rural Fire Department. Hailey Tallmadge plans to transition to become a full time volunteer firefighter. Cole Bick is the rookie of the year. What is the place of the junior firefighter within the system? They have turnout gear including pagers and report to the station. The policy states limited participation on highway 93 and 35 due to exposure to traffic control. The task books have been completed. Chief Gieser commented the junior firefighter program has benefit to the district. Trustee Clapp commented in the past the rural ranching community had several in the program. The program has merit and potential. **Trustee Wunderlich motion to support the Junior Firefighter Program. Trustee Clapp second.** Matt Dougherty commented the efforts of Hailey and Cole are to be commended for fulfilling their part of the

agreement. Trustee Roberts recommends Chief Gieser continue the program and operations. The purpose of the discussion is to inform the board of the policy and update. The current policy manual states five junior firefighters can participate in the program at one time. Trustee Clapp reported during the past twelve years three participants were in the program at a given time. Chief Gieser will review the number of participants. Overall Chief Gieser will review the program and update the policies as needed. **Motion passed unanimously by voice vote.**

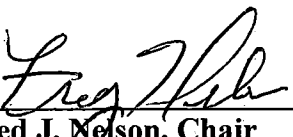
Public input on non-agenda items: {57:58} - Alison Meslin requested a report on the Polson Rural Fire District Trustees election held May 8th. Chair Nelson reported Trustee Clapp and Trustee Nelson were elected. The election will be certified ten days following the election. Certified election results Fred Nelson 690, R. Jack Clapp 648, Paul A. Laisy 245, Elizabeth Hoel 217, Joe Stark 170.

ADJOURN: {58:35} – Trustee Clapp motion to adjourn. Trustee Roberts second. Motion passed unanimously by voice vote.

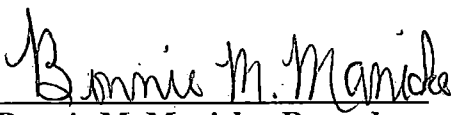
Chair Nelson thanked everyone for attending.

ADJOURN: 6:59 p.m.

Next regular scheduled meeting June 13, 2018 6:00 p.m. at Fairgrounds Fire Station No. 1.


Fred J. Nelson, Chair


Dick Wunderlich Secretary-Treasurer


Bonnie M. Manicke, Recorder

AGENDA
Polson Rural Fire District Trustees Monthly Meeting
WEDNESDAY MAY 9, 2018 6:00 p.m.
Station No. 1 Fairgrounds Station
25-B Regatta Rd.
Station 1 Phone 406 883 4244
Website lakemt.gov/prfd

Trustee Meeting Includes:

Public comment by raising your hand

Review minutes – April 11, 2018 - Bonnie
Communications - Bonnie
Review & Approve Claims - Chief Gieser & Bonnie
Treasurer's Report - Bonnie
Chief's Report – Chief Gieser
Membership Report – Michael Hingiss. President Volunteer Membership

Old Business Including:

Public comment by raising your hand

Update on Wild Horse RV Resort subdivision – Chief Gieser

Committee report on the 2 acres, County has given to the Rural Fire District
on Caffrey Road for station south
Vote to accept or decline Chair Nelson

Building south, specs, size, work needing to be done, before we can ask for bids.
Chief Gieser

New Business Including:

Public comment by raising your hand

Junior Firefighter Program Chief Gieser

Public Input on Non Agenda Items

Adjourn

**** ALL RESIDENTS OF THE POLSON RURAL FIRE DISTRICT ARE ENCOURAGED TO ATTEND AND PROVIDE HELPFUL COMMENTS. OTHER ITEMS NEED TO BE SUBMITTED TO THE BOARD 10 DAYS IN ADVANCE OF THE MEETING.**

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Apr, 2018 claims apr'vd May 9, 2018

Mailed: May 11, 2018

FUND #7245 Operating Fund Polson Rural Fire District

Num	Description	Memo	Category	Amount
6818	S Axmen	Ticket#356502 5-gal collapsible tank	201 Operating Supplies	-162.60
		Ticket#356502 3-various harness	201 Operating Supplies	-131.22
		Ticket#356509 red flare & container	201 Operating Supplies	-101.11
6819	Century Link	Acct#411978591 883-4244 Fairgrounds Stn #1 landline	317 Phone {Landline} - Fairgrounds Stn.	-63.15
6820	City Of Polson	Utility Billing Acct 7304 FairgroundsStnFillSpout Apr,2018	316 Water Fill Spout - Fairgrounds Stn.	-61.34
6821	S Davis & Brown CPAs PC	Inv#2363 4/02/18 1st qtr payroll reports	345 Payroll Accounting Fire Chief Salary	-63.00
		Inv#2363 4/11/18 run pyrl w/reports;update W-4 info	345 Payroll Accounting Fire Chief Salary	-18.90
		nv#2363 4/25/18 run pyrl w/reports	345 Payroll Accounting Fire Chief Salary	-11.55
6822	S First Bank Card	Amazon 5-emergency care workbooks+ship	201 Operating Supplies	-351.34
		HarborFreight HD portable equip E-328	211 Vehicle Repair & Maint Supplies	-159.99
6823	Flathead Signs & Graphics	Truck#300 Refl stripes&lettering	957 2008 F250 Unit #300	-325.00
				JV 7244to7245
6824	S General Fire Apparatus	Inv#2340 2-Akron valve w/metal ball E-319	211 Vehicle Repair & Maint Supplies	-516.00
		Inv#2340 2-long ball chain w/hook & coupling E-319	211 Vehicle Repair & Maint Supplies	-4.40
		Inv#2340 shipping E-319	211 Vehicle Repair & Maint Supplies	-23.50
6825	Jette Services	Inv#22 April, 2018 weekly cleaning Fairgrounds Station	321 Cleaning Services - Fairgrounds Stn.	-125.00
6826	John Deere	Acct#11113-40551 structure boots Talmadge	204 Turnouts Structure & Wildland	-225.00
6827	Lake County	Pymt#5 2016 Ram 1500 SSVCrewCabPickup	615 Loan with Lake Co	-2908.75
		VIN 1C6RR7XT2GS235978	Command Veh #301 JV F-5549	
6828	S Mission Valley Power	Location #2806820000	302 Electricity - Big Arm Station	-108.35
		Location #2876820001;2876820002 {1-security light}	302 Electricity - Big Arm Station	-13.07
		Location #2400744000	315 Electricity - Fairgrounds Station	-449.13
6829	S Montana Ace Polson	Inv199249360 fasteners	211 Vehicle Repair & Maint Supplies	-0.55
		Inv 199251208 fittings E-319	211 Vehicle Repair & Maint Supplies	-72.25
		Inv 199254928 paste & fitting E-319	211 Vehicle Repair & Maint Supplies	-13.98
6830	Montana State Fund	Policy #03-434961-3 Inv#12688581 Work Comp Inst 4/4	506 Worker's Compensation	-1357.02
6831	S Motorola Solutions, Inc.	13-APX 4000 portable radios \$1,082.03/ea	958 APX 4000 Portable Radios	-14066.39
		Ser#426CUH1360 through#426CUH1372	958 APX 4000 Portable Radios	0
		13-ALT Impres \$55.12/ea	958 APX 4000 Portable Radios	-716.56
		13-ENH Software \$358.28/ea	958 APX 4000 Portable Radios	-4657.64
				JV from 7246 to 7245 \$19,440.59

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6832	S	Polson Auto Parts, Inc.	Inv477727 E-328 jack oil, oil pump	211 Vehicle Repair & Maint Supplies	-10.67
			Inv479309 E-328 2-oil filters	211 Vehicle Repair & Maint Supplies	-27.10
			Inv479309 E-328 15X40	211 Vehicle Repair & Maint Supplies	-81.78
			Inv479456 E-328 1-oil filter	211 Vehicle Repair & Maint Supplies	-55.60
Num		Description	Memo	Category	Amount
6833		Polson Super One	Customer #210 Inv#09-566883 Bottled Water	201 Operating Supplies	-210.00
6834		Republic Services	Acct #3-0889-0014329 Inv #0889-002150088	319 Disposal Service - Fairgrounds Stn.	-58.37
6835		U.S.Postal Service	1-roll postage stamps	220 Office Supplies	-50.00
6836	S	Valley Bank Ronan Branch	Principal	605 Loan Valley Bank Fairgrounds Station	-11001.81
			Interest	605 Loan Valley Bank Fairgrounds Station	-421.11
			Principal balance outstanding following payment \$10,792.41	605 Loan Valley Bank Fairgrounds Station JV F-5549 from 7244 to 7245 11422.92	
6837	S	Jeff Veach	Inv#352408 2/2/18 plowed pad	307 Repairs & Maint. - Big Arm Station	-25.00
			Inv#352416 2/9/18 plowed pad, parking lot	307 Repairs & Maint. - Big Arm Station	-50.00
			Inv#352419 2/17/18 plowed pad, parking lot	307 Repairs & Maint. - Big Arm Station	-50.00
			Inv#352418 2/26/18 plowed pad, parking lot	307 Repairs & Maint. - Big Arm Station	-50.00
6838	S	Wal Mart Polson	Transaction 2935 1-first aid kit	334 Recruitment & Retention	-9.97
			Transaction 2935 1-travel pro	334 Recruitment & Retention	-17.84
			Transaction 2935 2-tac light magnet	334 Recruitment & Retention	-29.76
			Transaction 2935 2- tac headlight	334 Recruitment & Retention	-29.76
			Transaction 2935 3-HT 2N1 extendable	334 Recruitment & Retention	-28.32
6839	S	Waterous	1-packing replacement kit WT-319	211 Vehicle Repair & Maint Supplies	-257.00
			4-nut-unbalanced 5/16-18 WT-319	211 Vehicle Repair & Maint Supplies	-29.60
			4-washer flat brass 5/16 WT-319	211 Vehicle Repair & Maint Supplies	-2.00
			1-discharge valve repair kit WT-319	211 Vehicle Repair & Maint Supplies	-175.00
			Shipping WT-319	211 Vehicle Repair & Maint Supplies	-26.60
6840	S	WEX Bank	Truck #326	210 Gas, Diesel,Oil	-46.59
			Truck #318	210 Gas, Diesel,Oil	-36.60
			Truck #319	210 Gas, Diesel,Oil	-48.93
			Truck #324	210 Gas, Diesel,Oil	-65.28
			Truck #300 Response vehicle	210 Gas, Diesel,Oil	-130.10
			Truck #316	210 Gas, Diesel,Oil	-21.40
			Truck #333	210 Gas, Diesel,Oil	-48.00
			Truck #308	210 Gas, Diesel,Oil	-49.66
			Truck #313	210 Gas, Diesel,Oil	-36.30
			Truck #301 Chief's Admin Veh #Change to 301 May 2018 claim:	210 Gas, Diesel,Oil	-232.31
			Truck #314	210 Gas, Diesel,Oil	-38.57
TOTAL:					-40157.82